

## Create Dependent



People • Service • Business

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LINK

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## Log in to the Employee Work Center

1. Type your **User Name** press tab and then type your password.
2. Click **Sign In** (or press Enter).



The screenshot shows the Workday login interface. At the top is the Workday logo. Below it, the text "Sign In to Workday:" is followed by two input fields: "User Name" and "Password". A "Sign In" button is positioned below the password field. To the right of the input fields, there is a "LINK" logo with the text "EMPLOYEE WORK CENTER -- If you forgot your password, please click the 'forgot password?' link to reset your password for the Employee Work Center. By answering the Challenge Questions correctly, you will receive an email with a temporary password to log on with. Contact your Agency's Security Partner, if you do not receive a temporary password email." Below the "Sign In" button, there are links for "Change Password" and "Forgot Password?".

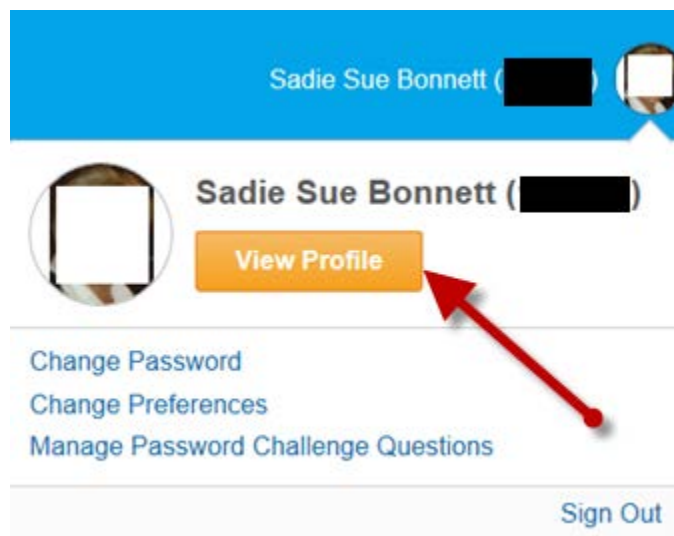
## Create Dependent – Employee

This user guide will walk you through adding Dependents in the Employee Work Center.

1. From any page, click your name in the upper right-hand corner of the page.

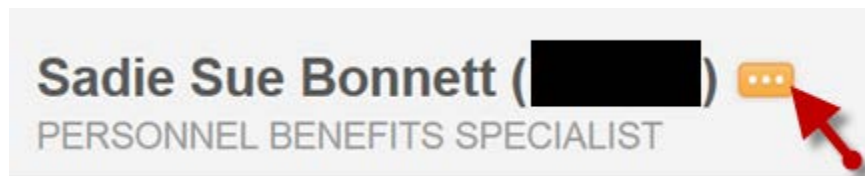


2. The drop down window for your profile will open, click on the orange **View Profile** button.



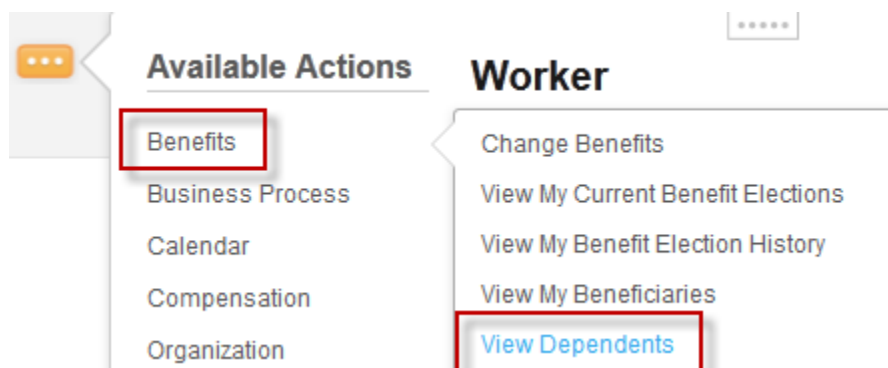
## Create Dependent

3. Your employee Worker page will open; click the orange **Related Actions** icon behind your employee ID number.

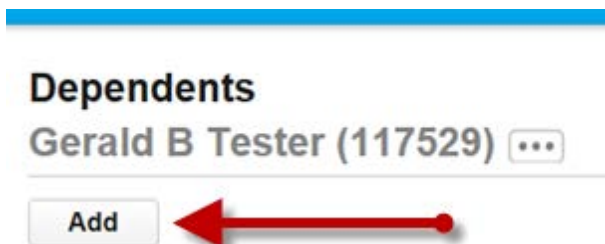


## Add Dependent

1. Hover over **Benefits** and select **View Dependents**.



2. Click the **Add** button to create a new dependent.



3. Answer all questions in the four sections, listed below. You can either click immediately to the right of each field OR click the paper/pencil at the far right of each line.
  - a. Dependent Options.
  - b. Dependent Personal Information.
  - c. Contact Information.
  - d. Identifier Information.

## Create Dependent

### Dependent Options

**NOTE: IF YOUR NEW DEPENDENT IS ALREADY A BENEFICIARY OR EMERGENCY CONTACT, YOU NEED TO CLICK THE PROMPT ICON TO FIND THEIR NAME AND THEN ADD THAT PERSON. THEN YOU WILL NEED TO VERIFY ALL OF THE INFORMATION IN THE REMAINDER OF THE FIELDS BELOW.**

1. Click the Prompt Icon in the search field.

**Dependent Options**

Is your new dependent already a beneficiary or emergency contact?

Existing Contact search

Effective Date & Reason

Effective Date \* 04/09/2014

Reason

Use your new dependent as a beneficiary?

Use as Beneficiary No

- a. **Effective Date and Reason** – The Date will automatically populate with the date the employee started the Add or Edit Dependent Process.
- b. **Reason** (under Effective Date) – This box does not need to be populated.
- c. **Use as Beneficiary** – Click on the wording **Use as Beneficiary** if you want to include the dependent you are creating as a beneficiary, and then click the checkbox. If you do not want to use the new dependent as a beneficiary, you do not need to click Use as Beneficiary at all.

Use your new dependent as a beneficiary?

Use as Beneficiary ☐

### Dependent Personal Information

1. All areas with a red \* must be populated with the correct information.

**Dependent Personal Information**

Legal Name Name \*

Gender Gender \*

Date of Birth Date of Birth \*

Citizenship Citizenship State \*

Is this a full-time student? Full-time Student \*

Relationship Relationship \*

Is this a person with a disability? Disabled No

Name (empty) \*

Country \* United States of America

First Name \*

Middle Name

Last Name \*

Done

## Create Dependent

### Contact Information

1. The address might already be populated in the Use Existing Address. The employee can use that address if it is correct by clicking the Done (green arrow) button at the bottom.
2. If the address is incorrect, click the X in front of the address to remove the current address and add the correct address.
3. Once the address has been updated click **Done** (green arrow).

**NOTE: ALL FIELDS WITH A RED \* ARE REQUIRED.**

Use Existing Address

X [Redacted Address] [Menu Icon]

Address

[Redacted Address]

Country \*  
United States of America

Address Line 1 [Redacted Address]

Address Line 2

City Lincoln

State Nebraska

Postal Code 68521

County

Done [Green Arrow]

### Identifier Information

1. To enter the Social Security Number for the dependent, click the plus sign (+) to the right of National IDs.

Identifier Information

National IDs (+) [Red Arrow]

Government IDs (+)

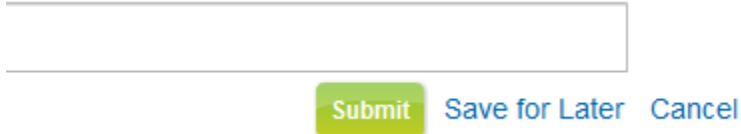
Other IDs (+)

2. In the Country box, you can:
  - a. Type part of the country name, and then press enter OR
  - b. If it is USA, click the prompt to the right of the box, then go to Preferred Countries to select United States of America OR
  - c. If it is another country, go to By Country Alphabetically, then select the first letter of the country, and then click the correct country.

Country \* search [Red Box] National ID Type \* search Identification # \* [Details] [Undo] [Checkmark]

## Create Dependent

3. Click the prompt to the right of the box for National ID Type. For the majority of dependents being created, the employee will select Social Security Number (SSN).
4. Once the National ID Type is entered, the Identification # box will allow you to enter the dependent's Social Security Number.
5. The employee can follow the same process and enter the identical information into the next row for Government IDs, if necessary.
6. When the employee has completed the IDs, he/she will click the green Submit box at the bottom of the page to finish the process of creating the new dependent.



The new dependent can now be added to benefit coverage through Life Events.

## LINK Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: <https://ciohelpdesk.nebraska.gov/User/>

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234